



## Senior Leasing Executive 【dynamic international team】

### Global Property Development

#### Job Information

##### Hiring Company

[Weave Living Japan K.K.](#)

##### Job ID

1521880

##### Industry

Hotel

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards, Chiyoda-ku

##### Train Description

Hanzomon Line Station

##### Salary

4 million yen ~ 6 million yen

##### Salary Commission

Commission paid on top of indicated salary.

##### Refreshed

April 4th, 2025 05:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Business Level

##### Minimum Japanese Level

Fluent

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

##### About the Company:

Weave Living is Asia Pacific's leading integrated lifestyle rental apartment developer, owner, operator, and asset manager. Our beautifully designed and professionally managed living options include multifamily apartments, luxury serviced suites, and private studios in wholly owned buildings in prime city centre locations. We pride ourselves in bringing hassle-free city living experience to our residents delivering fantastic value. Our properties are home to global citizens who rave about our fully furnished, design-led living spaces, amazing, shared spaces, state-of-the-art technology, luxury amenities, unmatched service, and most importantly a vibrant community led by our very own brand ambassadors. Our current AUM on a fully invested basis is c. USD 3.3 billion with over 2,300 units spread across APAC's key gateway cities. We are rapidly

expanding in the region with Japan and Korea as key target markets, to complement our existing presence in Hong Kong and Singapore.

**About the Role:**

We are looking for an experienced and self-motivated team player to join our Japan Team to initially set up the leasing framework for Japan and upon property openings, oversee the leasing platform in Japan. As Senior Leasing Executive, you will play an integral part in shaping the product and service delivery of Weave Living's portfolio in Japan. This role will be based in our Tokyo office, with support from our Hong Kong headquarters.

**Responsibilities Include:**

- Liaise with tenants on renewals, termination, payment and complaints regarding leasing matters
- Prepares the necessary documentation and all other related paperwork related to the consummation of lease
- Conduct property viewings and convert leads into residents
- Prepare weekly and monthly report on leasing status
- Carry out daily leasing tasks including follow up on prospect & prepare prospect inquiry reports
- Update monthly tenancy schedule for respective units.
- Any other tasks assigned by leasing manager
- Working closely with the Marketing Team to conduct market research, feedbacks and data analysis for market trends, resident analytics etc

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**Required Skills**

**To apply, please include the most recent version of your English CV/resume.**

**Requirements:**

- At least 2+ years' experience in leasing rental accommodation in Japan
- Relevant working experience in multi-family / serviced apartment/hotel industry is an advantage
- Possess the relevant leasing agency licences
- Responsible, self-motivated, detail oriented and the ability to work independently
- Proven leadership and training abilities
- Ability to connect well with people; warm and approachable
- Excellent verbal and written communication skills with tenants and team members
- Good organisational skills and ability to work efficiently under pressure to manage multiple tasks and prioritise for completion
- Strong in contractual sense, problem-solving, analytical and negotiation skill including ability to define problems, collect data, establish facts, and draw valid conclusions

**Preference:**

- Bachelor's degree in hospitality, real estate, business administration or related disciplines
- Native or fluent Japanese speaker with good working knowledge of English to a reasonable level of proficiency

**Benefits:**

- Excellent company culture with ability to work internationally
- Competitive base compensation and bonus scheme
- Domestic and International travel
- Company-wide outings and retreats

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**Company Description**